

Message Text

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R 112238Z APM 74
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TO AMEMBASSY BRUSSELS

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E.O. 11652 N/A

TAGS: APER, AFSP

SUBJECT: LOCAL SALARY SURVEY

1. AS MENTIONED REFTTEL, SALARY AND CLASSIFICATION CONTRAC-
TORS, MESSRS. BRUCE HICKERNELL AND EDWARD PEACH, SCHEDULED
TO ARRIVE BRUSSELS ON OR ABOUT APRIL 27 FOR PERIOD OF FOUR
WEEKS. CONTRACTORS WILL PERFORM LOCAL SALARY AND FRINGE
BENEFIT SURVEY AND DEVOTE AT LEAST ONE WEEK TO REVIEW OF
POST LOCAL EMPLOYEE POSITION CLASSIFICATIONS. EMBASSY
LUXEMBOURG WILL ADVISE POST OF EXACT ARRIVAL TIME.
2. COMPLETION OF CERTAIN PRELIMINARY STEPS BY POST ARE
ESSENTIAL TO ACHIEVE MAXIMUM RETURN ON INVESTMENT. PRIOR
TO CONTRACTORS' ARRIVAL, POST SHOULD:
 - A. SELECT APPROXIMATELY FIFTEEN LOCAL FIRMS TO BE SURVEY-
ED AND ATTEMPT TO ARRANGE ALL COMPANY INTERVIEWS DURING
PERIOD MAY 1 THROUGH MAY 15. SCHEDULE ONLY ONE INTERVIEW
PER DAY ON FIRST TWO DAYS OF DATA COLLECTION. ENSURE THAT
COMPANY SELECTIONS WILL PROVIDE ADEQUATE COVERAGE OF OTHER
AGENCY SPECIALIZED POSITIONS. ALSO, SEE SECTION
2.1-7 OF LOCAL EMPLOYEE COMPENSATION HANDBOOK;
 - B. HAVE INTERPRETERS AVAILABLE, AS NECESSARY FOR COMPANY
INTERVIEWS;

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C. SELECT APPROXIMATELY TWENTY KEY LOCAL POSITIONS OF ALL USING AGENCIES FOR DATA COLLECTION PURPOSES. SEE SECTION 2.1-5 OF LECH;

D. PREPARE CONCISE SUMMARIES OF EACH KEY POSITION SELECTED IN ENGLISH AND FRENCH. SEE SECTION 2.1-6 AND EXHIBIT 2.1-6 OF LECH. ALSO, POSITION SUMMARIES SHOULD BE WRITTEN IN GENERAL TERMS INDICATIVE OF AN IDENTIFIABLE OCCUPATION OR SPECIALTY AND AN IDENTIFIABLE LEVEL OF DIFFICULTY AND RESPONSIBILITY. DO NOT DESCRIBE KEY POSITIONS IN SPECIFIC TERMS NORMALLY USED IN PREPARING POSITION DESCRIPTIONS. ALL SUMMARIES SHOULD INCLUDE QUALIFICATION REQUIREMENTS. FOR HIGH LEVEL POSITIONS, ALSO PREPARE SUPPLEMENTAL STATEMENT RE TRAINING, EXPERIENCE AND EDUCATIONAL REQUIREMENTS;

E. ARRANGE MEETINGS FOR APRIL 29 WITH EMBASSY AND OTHER OFFICIALS DIRECTLY CONCERNED THIS EFFORT;

F. PREPARE LETTER OF INTRODUCTION TO ORGANIZATIONS FOR CONTRACTOR;

G. PREPARE AND DUPLICATE DATA COLLECTION SHEETS (EXHIBITS 2.2-2 AND 2.2-6 OF LEC HANDBOOK);

H. PREPARE SUMMARY OF EMPLOYEE BENEFITS REQUIRED BY LAW;

I. HAVE AVAILABLE LOCAL EMPLOYEE STAFFING PATTERN AND COPIES OF CURRENT LOCAL COMPENSATION PLAN AND LAST FULL-SCALE LOCAL SALARY SURVEY;

J. HAVE OFFICE SPACE, CALCULATOR AND MANUAL TYPEWRITER AVAILABLE;

K. PREPARE APPROPRIATE IDENTIFICATION FOR CONTRACTOR TO FACILITATE ENTRY TO EMBASSY;

L. PROVIDE CLERICAL AND TYPING ASSISTANCE AS REQUIRED BY TEAM. KISSINGER

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